

SUTTONS BAY TOWNSHIP: NOTICE OF PUBLIC MEETING:

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, January 12, 2022.

This meeting is being held face-to-face at the Suttons Bay / Bingham Fire and Rescue Authority meeting room at 201 N. St Mary's Avenue in Suttons Bay. Due to continuing concerns about Covid transmission there will also be a Zoom link for remote attendance. Any unvaccinated member of the Public in attendance is required to wear a mask. Others should use their own judgement as to mask wearing.

PRELIMINARY AGENDA

CALL TO ORDER

Board Members: Announce Name, Position, Present Physical Location if not Present

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda

REPORTS:

- Treasurer
- Planning & Zoning
- Fire Authority
- Parks & Recreation
- Facilities

OLD BUSINESS:

1. Approval of the Minutes: Previous Meetings
2. Payment of the Bills
3. Herman Park Rules

NEW BUSINESS:

1. Review compensation rates:
 - a. Election Workers
 - b. Board of Review Members
 - c. Steve for assisting with Zoom Meetings
2. Discussion and decision on Parks/Rec committee
3. Leland School tax collection resolution
4. ZBA alternate
5. Board of review training authorized class fees of \$500
6. Review of Village agreement for water use at skating rink

PUBLIC COMMENT / BOARD MEMBER COMMENTS / ADJOURNMENT

Suttons Bay Township
Treasurer's Report (unaudited)
12/31/2021

Account Description	Balance 11/30/2021	Funding Nov	Expenditures Nov	Interest* Income	Balance 12/31/2021
General Account	\$512,960.52	\$57,389.84	22,736.76	\$ 12.89	\$547,626.49
Tennis Court Fund	\$400.00				\$400.00
Technology	\$1,722.61			\$0.00	\$1,722.61
Roads and Parks	\$11,115.41	\$305.00		\$0.00	\$11,420.41
Park Benches	\$0.00	\$1,200.00			\$1,200.00
Pickle Ball Court	\$38.00	\$10,000.00		\$0.00	\$10,038.00
Soccer Field	(\$8,236.50)			\$0.00	(\$8,236.50)
Cemetery	\$13,200.10	\$400.00		\$0.00	\$13,600.10
Metro Funds	\$18,006.33			\$0.00	\$18,006.33
	<u>\$549,206.47</u>	<u>\$69,294.84</u>	<u>22,736.76</u>	<u>\$12.89</u>	<u>\$595,777.44</u>
Tax	\$25,206.16	650,090.00	172,231.50	\$0.00	\$503,064.66
	<u>\$25,206.16</u>			<u>\$0.00</u>	<u>\$503,064.66</u>

RECONCILIATION SUMMARIES

	12/31/2021			12/31/2021
Bank Account Summary-General and Restricted	Stmt. Balance	O/S Checks	O/S Deposits	Balance
General Checking - Independent Bank	\$372,940.29	(1,351.44)		\$371,588.85
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,175.70		\$12.89	\$224,188.59
	<u>\$597,115.99</u>	<u>(\$1,351.44)</u>	<u>\$12.89</u>	<u>\$595,777.44</u>

	12/31/2021			11/30/2021
Bank Account Summary - Tax and Special Election	Stmt. Balance	O/S Checks	O/S Deposits	Adj. Balance
Point & Pay Deposit Acct - Independent Bank	\$0.00	\$0.00		\$0.00
Tax Checking - Independent Bank	\$565,912.80	(62,848.14)		
	<u>\$25,605.23</u>	<u>(\$62,848.14)</u>	<u>\$0.00</u>	<u>\$503,064.66</u>

	10/31/2021			11/30/2021
Bank Account Summary - ARPA Funds	Stmt. Balance	O/S Checks	O/S Deposits	Balance
ARPA Checking	\$124,398.50			\$124,398.50
	<u>\$124,398.50</u>			<u>\$124,398.50</u>

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

December 2021 (to-date)

For January 2022 Planning Commission and Township Board Meetings

Prepared by Steve Patmore

LAND USE PERMITS ISSUED

		NEW		ACCESSORY	
DATE	TOTAL	HOMES	ADDITIONS	STRUCTURES	OTHER
Dec. 2021 (to date)	3	1	1	1	0
Year To Date	47	18	11	16	2
Year to date 2020	37	10	6	20	1
Year to date 2019	37	17	10	10	0
Year to date 2018	42	21	7	13	1
Year to date 2017	38	16	5	14	3
Year to date 2016	39	9	12	14	4
Year to date 2015	30	11	7	11	1
Year to date 2014	20	5	5	10	0

1528 S. Montmorency - New Single-Family Dwelling

10550 E. Chimoski View – Accessory Building

11170 S. Shore Dr. – deck addition

Revisions to existing Land Use Permits

Land Divisions:

- Several questions about splitting of land – preliminary reviews.

Zoning Board of Appeals:

- Application pending for Appeal of Site Plan Review
- Application for Variance – Stony Point Rd.

Short Term Rentals:

- 34 Short-Term Rental Permits issued for 2021 (28 Renewal Permits– 6 New Permits).
- So far 21 Renewal Permits issued for 2022.
- Questions on short-term rentals

Other:

- Inquiries about guest houses.
- Inquiries about seasonal housing.
- General questions on properties and real estate sales.

a. rink architects inc.

526 west 7th street traverse city, mi 49684 231 . 620 . 4077

SUTTONS BAY TOWNSHIP OFFICES / SCHEMATICS

Date of invoice 31-Dec-2021

Invoice to: SUTTONS BAY TOWNSHIP
VIA: EMAIL

6/23/21	1	last date invoiced
12/27/21		permit set / prepare for builder
		seal set for commercial permit process (flat rate)

sub-total of services \$500.00

Amount of this invoice (donated)

Thank you for the opportunity to assist you with your architecture!

DRAFT MINUTES
SUTTONS BAY TOWNSHIP
REGULAR MEETING – DECEMBER 8, 2021

This meeting is being held face to face at the Suttons Bay-Bingham Fire and Rescue Authority meeting room at 201 N. St. Mary's Avenue in Suttons Bay, Michigan. Due to continuing concerns about Covid transmission there will also be a Zoom link for remote attendance. Any unvaccinated member of the Public in attendance is required to wear a mask. Others should use their own judgment as to mask wearing.

CALL TO ORDER – REGULAR MEETING

Rich Bahle called the meeting to order at 5:15 p.m. at the Suttons Bay-Bingham Fire and Rescue Authority meeting room, 201 N. St. Mary's Avenue, Suttons Bay, MI.

ROLL CALL - Quorum Present

Present: Rich Bahle, Fire Dept., Sandy VanHuystee, Fire Dept., Dorothy Petroskey, Fire Dept., Tom Nixon, Fire Dept; Debbie Slocombe, Fire Dept.

APPROVAL OF THE AGENDA

Rich Bahle/moved, Dorothy Petroskey/supported, to approve the agenda as presented, with the addition of New Business - Adopt Township Board Meeting Schedule for 2022, and Herman Park - Testing - Potential Contamination, PASSED.

PUBLIC COMMENT

Liz Mahaney, spoke about dog park and Bill Drozdalski, consider appointing Dennis Rathnaw as Supervisor of Parks and Recreation Committee.

Gary Hoensheid said he submitted a leave of absence from Parks & Rec Committee, talked about Bill Drozdalski as Supervisor of the Committee.

Dennis Rathnaw expressed opinions of working on committees

Jeff Slocombe expressed concerns regarding direction of the parks, reconsider appointment of Parks & Rec Supervisor.

Sharon Livingston, circulated petition of people that want Peck Rd. corridor improved. How is the Zoning Administrator supposed to police the township with regard to zoning violations.

Communications - Garrett Brown, Chet Janik,

REPORTS:

- **Treasurer** - As presented.
- **Planning & Zoning** - Draft zoning ordinance presented to the Planning Commission for review. 2022 schedule of meetings approved by Planning Commission.
- **Fire Authority** - Meeting to be held next Tuesday.
- **Parks & Recreation** - Dennis Rathnaw spoke about the original minutes that were approved. Dinner held at Street Side Grill. Talked about Bill Drozdalski as Park & Rec Supervisor. Tom Nixon encourages amending the 5 Year plan for Parks & Rec to include all the parks.
- **Facilities** - Architectural presentation from Andy Rink submitted regarding renovations to the township hall. Oral quote of approximately \$20,000 submitted by Camelot Construction to begin project in January.

OLD BUSINESS

1. Minutes - November 10 2021

Rich Bahle/moved, Debbie Slocombe/supported, to approve the November 10, 2021 Minutes as corrected, PASSED.

(Correction to the Debbie Slocombe reported that the signs have been installed at Vic Steimel & Graham Green Parks. Both signs are stored for now. Staff Present: Steve Patmore).

2. Bills - Sandy VanHuystee/moved, Dorothy Petroskey/supported, to pay the bills in the amount of \$24,161.28, PASSED.

3. Adopt Ordinance #2-21, Repeal of the Sealed Bid Ordinance

Rich Bahle said the Sealed Bid Ordinance is no longer in effect and is outdated. In the past it was required by State law. Ordinance #2-21 Repeal of the Sealed Bid Ordinance was introduced which had been reviewed by the township attorney

Rich Bahle/moved, Sandy VanHuystee/supported, to adopt Ordinance No. 2-21, Repeal of the Sealed Bid Ordinance. Roll call vote: Yes: Rich Bahle, Sandy VanHuystee, Dorothy Petroskey, Debbie Slocombe, Tom Nixon. No: None. Passed.

4. Engineering Quote - Herman Park Parking Lot

Kevin Krogdecki of Gosling Czubak submitted an engineering quote of October 13, 2021 for professional services related to the Herman Park Parking Lot in the amount of \$12,000.00. Elmer's said this has to be done.

Rich Bahle/moved, Debbie Slocombe/supported, to approve the October 13, 2021 Contract with Gosling Czubak for engineering services with regard to the

Herman Park Parking Lot in an amount not to exceed \$12,000.00, passed.

NEW BUSINESS

1. TBA Tax Collection Resolution

Dorothy Petroskey said the township annually collects summer taxes for TBA.

Dorothy Petroskey/moved, Sandy VanHuystee/supported, to adopt a Resolution approving the township collecting summer taxes for TBA. Roll call vote: Yes: Rich Bahle, Sandy VanHuystee, Dorothy Petroskey, Debbie Slocombe, Tom Nixon. No: None. Passed.

2. Expiration of Emergency Declaration-zoom meetings

Rich Bahle said the state statute sunsets this declaration on December 31, 2021. The public is still allowed by statute via zoom meetings. The Township Board, Planning Commission, and Recreation Committee will meet face to face.

3. Accept Rich Bahle letter of resignation from the Fire Board.

Rich Bahle submitted his resignation from the Fire Board effective December 15, 2021.

Tom Nixon/moved, Sandy VanHuystee/supported, to accept Rich Bahle's resignation from the Fire Board effective December 15, 2021, passed.

4. Appoint Dorothy Petroskey to the Fire Board, term ending August 31, 2024

Rich Bahle recommends that Dorothy Petroskey be appointed to the Fire Board for a term ending August 31, 2024.

Rich Bahle/moved, Sandy VanHuystee/supported, to appoint Dorothy Petroskey to the Fire Board, for the term ending August 31, 2024, passed.

5. Board Appointments to Committees

Rich Bahle said board appointments will be made at a special meeting to be held at the Firehall on Wednesday, December 15, 2021, at 9 am.

6. 2022 Township Board Meeting Schedule

Rich Bahle/moved, Sandy VanHuystee/supported, that the 2022 Township Board Meetings will be held the second Wednesday of every month at 5:15 p.m. at the Suttons Bay/Bingham Fire and Rescue Authority meeting room at 201 N. St. Mary's Avenue, Suttons Bay, MI., passed.

8. Potential Contamination - Herman Park

Rich Bahle said he spoke to Dave Havemen, Environmental Technologies about

the process of testing the soils at Herman Park for potential contamination. Bahle said he strongly feels there is no need for testing the soils at Herman Park. There are some changes in the soils in phase 2. The findings of phases 1 & 2, risk to the public, are minimal. Bahle said the soils are sodded with grass, and no one will be on the field consuming dirt.

Consensus of the Board that the township not proceed with testing the soils at Herman Park.

PUBLIC COMMENT

Patti Miller is interested in being appointed to the Planning Commission or Board of Review.

Dennis Rathnaw said he supports all of the township parks.

BOARD MEMBER COMMENTS

Rich Bahle said there are certain constraints on what can be done with the COVID Funds.

Tom Nixon said the township received 4 responses regarding the COVID Funds. (Responses - renovate the township offices, Friendship Center - need for handicapped bathrooms, Herman Park - expand parking lot, extend the Tart Trail to Setterbo Road assist with housing crises - work force labor.

Debbie Slocombe - Parks and Rec has worked well together, some members have resigned. Listen to the committee members.

Dorothy Petroskey - tax bills were mailed on December 1st. Property owners who did not receive a tax bill should call Dorothy Petroskey.

ADJOURNMENT

Rich Bahle adjourned the meeting at 6:36 p.m.

**Minutes by Marge Johnson, Recording Secretary
Sandra VanHuystee, Clerk**

DRAFT MINUTES

**SUTTONS BAY TOWNSHIP
SPECIAL MEETING – DECEMBER 15, 2021**

CALL TO ORDER – SPECIAL MEETING

Rich Bahle called the meeting to order at 9:00 am. at the Suttons Bay-Bingham Fire and Rescue Authority meeting room, 201 N. St. Mary's Avenue, Suttons Bay, MI.

ROLL CALL - Quorum Present

Present: Rich Bahle, Fire Dept., Sandy VanHuystee, Fire Dept., Dorothy Petoskey Fire Dept., Tom Nixon, Fire Dept; Debbie Slocombe, Fire Dept.

Purpose of the Meeting: Office Remodeling

Committee Appointments

Disposal of Township Fixed Property & Fixtures

Office Remodeling

Tom Nixon said Camelot Construction has submitted a proposal to do the office remodeling.

Rich Bahle said he doesn't think the scope of this project warrants other bids. The scope of work for the office remodeling project should be approved before beginning the project.

Debbie Slocombe said the \$20,000 estimate from Camelot Construction was for the conference room. It is important to obtain two bids for the project.

Sandy VanHuystee said the project should move forward so that meetings can be held at the township offices.

Rich Bahle said he agrees with Debbie Slocombe that the walls are temporary and can be changed in the future, easy to change the partitions out.

Bill Drozdalski said the thermostat should be moved out in the open space.

Tom Nixon/moved to do the office remodeling by Camelot Construction at a cost not exceeding \$20,000.00 but not sure if heating and cooling and carpeting are included. Supported by Dorothy Petroskey. Passes.

Committee Appointments

Planning Commission

Rich Bahle/moved, Sandy VanHuystee/supported, to appoint Rhoda Johnson and

Patti Miller to the Planning Commission for a term January 1, 2021 thru December 31, 2024 passed.

Rich Bahle is waiting to hear from Dee McClure.

Zoning Board of Appeals

Rich Bahle/moved, Dorothy Petroskey/supported, to appoint Peter Ostrowski and Mary Nixon to the Zoning Board of Appeals, terms ending December 31, 2024 passed.

Disposal of Township Fixed Property & Fixtures

Sandy VanHuystee said there should be a bid process for disposing of township fixed property and fixtures.

Rich Bahle agreed to put an ad in the newspaper asking people to bid on the items.

Rich Bahle/moved, Tom Nixon/supported, that the Graham Green Sign be put on Facebook, passed.

Dorothy Petroskey will do the website.

PUBLIC COMMENT

Bill Drozdalski comments on the parks.

BOARD COMMENTS

Dorothy Petroskey said there is a Go Fund Me Page for the Ice Rink Park.

Rich Bahle said he will follow up on the Go Fund Me Page.

ADJOURNMENT

Rich Bahle adjourned the meeting at 9:53 a.m.

Minutes by Marge Johnson, Recording Secretary

Sandra VanHuystee, Clerk

Special Meeting of the Suttons Bay Township Board held on Thursday, December 30, 2021 beginning at 8 a. m. at the Suttons Bay Township Office. Meeting called to order by Supervisor Bahle.

Members Present: Bahle, Van Huystee, Petroskey, Nixon, Slocombe.

Purpose of the meeting is as follows: Appointment of P/C member and Office Remodel Contract

Supervisor stated he talked with Dee McClure and she confirmed that she would serve another term. Motion by Bahle, supported by Nixon that Dee McClure be reappointed to a 3 year term ending December 31, 2024. Nixon stated that she has done an extraordinary job on the zoning ordinance. All ayes. Motion passed.

Tom Nixon presented the board a contract with Camelot Construction for remodeling our office meeting room. He gave an overview of the contract and did indicate that he contacted another contractor for the project but declined for they are booked for the next two years. Consensus of the Board to accept this contract as presented.

A motion by Rich Bahle, supported by Dorothy Petroskey to approve Tom Nixon to sign contract with Camelot Construction for the remodeling of our office to begin the 2nd week of January at a reasonable total cost of \$20,000.00. All ayes. Motion carried.

No other business to come before the board, the meeting adjourned at 8:30 a.m.

Submitted by
Sandra Van Huystee
Clerk

11:29 AM

01/06/22

Suttons Bay Township
Unpaid Bills Detail
 As of January 12, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Andy Brandt					
Bill	01/12/2022		01/22/2022		73.88
Total Andy Brandt					73.88
Christy Brow					
Bill	01/03/2022		01/13/2022		444.67
Total Christy Brow					444.67
Debbie Slocombe					
Bill	01/03/2022		01/13/2022		127.45
Bill	01/03/2022		01/13/2022		78.84
Total Debbie Slocombe					206.29
Deborah H. Palms					
Bill	01/12/2022		01/22/2022		73.88
Total Deborah H. Palms					73.88
Dee McClure					
Bill	01/12/2022		01/22/2022		73.88
Total Dee McClure					73.88
Dennis Rathnaw					
Bill	01/12/2022		01/22/2022		138.52
Bill	01/12/2022		01/22/2022		110.82
Bill	01/12/2022		01/22/2022		384.78
Bill	01/12/2022		01/22/2022		76.29
Total Dennis Rathnaw					710.41
Donald Gregory					
Bill	01/12/2022		01/22/2022		110.82
Total Donald Gregory					110.82
Dorothy Petroskey					
Bill	01/03/2022		01/13/2022		1,694.84
Bill	01/12/2022		01/22/2022		478.09
Total Dorothy Petroskey					2,172.93
Doug Periard					
Bill	01/12/2022		01/22/2022		73.88
Total Doug Periard					73.88
DTE Energy					
Bill	01/12/2022		01/22/2022		108.54
Total DTE Energy					108.54
Elizabeth Mahoney					
Bill	01/12/2022		01/22/2022		110.82
Total Elizabeth Mahoney					110.82
Federal Tax Deposit					
Bill	01/12/2022		01/22/2022		2,062.32
Total Federal Tax Deposit					2,062.32
Gary Hoensheid					
Bill	01/12/2022		01/22/2022		110.82
Total Gary Hoensheid					110.82

11:29 AM

01/06/22

Suttons Bay Township
Unpaid Bills Detail
 As of January 12, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Gerald Devol					
Bill	01/12/2022		01/22/2022		110.82
Total Gerald Devol					110.82
Integrity Business Solutions					
Bill	01/12/2022		01/22/2022		13.20
Total Integrity Business Solutions					13.20
Jesse Fox					
Bill	01/12/2022		01/22/2022		2,000.00
Total Jesse Fox					2,000.00
Jill Williamson					
Bill	01/12/2022		01/22/2022		150.00
Total Jill Williamson					150.00
Leelanau Enterprise					
Bill	01/12/2022		01/22/2022		64.35
Total Leelanau Enterprise					64.35
Maple River Direct Mail					
Bill	01/12/2022		01/22/2022		853.42
Total Maple River Direct Mail					853.42
Marge Johnson					
Bill	01/12/2022		01/22/2022		221.64
Total Marge Johnson					221.64
Michigan Assessing Service					
Bill	01/12/2022		01/22/2022		3,748.16
Total Michigan Assessing Service					3,748.16
Netlink					
Bill	01/12/2022		01/22/2022		51.00
Bill	01/12/2022		01/22/2022		387.00
Total Netlink					438.00
Networks Northwest					
Bill	01/12/2022		01/22/2022		2,142.00
Total Networks Northwest					2,142.00
Northern Building Supply, LLC					
Bill	01/12/2022		01/22/2022		38.84
Total Northern Building Supply, LLC					38.84
Paul Whiteford					
Bill	01/12/2022		01/22/2022		2,687.50
Total Paul Whiteford					2,687.50
Pete Ostrowski					
Bill	01/12/2022		01/22/2022		110.82
Total Pete Ostrowski					110.82
Rhoda Johnson					
Bill	01/12/2022		01/22/2022		73.88
Total Rhoda Johnson					73.88

Suttons Bay Township
Unpaid Bills Detail
 As of January 12, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Richard Bahle					
Bill	01/03/2022		01/13/2022		1,181.11
Total Richard Bahle					1,181.11
Sandra Van Huystee					
Bill	01/03/2022		01/13/2022		2,083.10
Total Sandra Van Huystee					2,083.10
Spectrum Business					
Bill	01/12/2022		01/22/2022		263.32
Total Spectrum Business					263.32
State of Michigan					
Bill	01/12/2022		01/22/2022		458.00
Total State of Michigan					458.00
Steven Patmore					
Bill	01/03/2022		01/13/2022		2,857.26
Total Steven Patmore					2,857.26
Susan Odom					
Bill	01/12/2022		01/22/2022		110.82
Total Susan Odom					110.82
Team Bob's Heating & Cooling					
Bill	01/12/2022		01/22/2022		156.00
Total Team Bob's Heating & Cooling					156.00
Tom Nixon					
Bill	01/03/2022		01/13/2022		127.45
Bill	01/03/2022		01/13/2022		78.84
Total Tom Nixon					206.29
Village of Suttons Bay					
Bill	01/12/2022		01/22/2022		63.99
Total Village of Suttons Bay					63.99
Williams & Bay					
Bill	01/12/2022		01/22/2022		49.73
Total Williams & Bay					49.73
TOTAL					26,415.39

Suttons Bay Township
95 W. Fourth Street
PO Box 457
Suttons Bay, MI 49682
Office Phone: (231) 271-2722 Office Fax: (231) 271-2773
Email: sbaytwp@suttonsbaytwp.com

Herman Park Pavilion Reservation Request Form (revised 1/12/2022)

See Event Use Request Permit for events sponsored by an organization

Person/Organization Requesting Pavilion Reservation: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email Address: _____

Refund Check to: Name: _____ Address: _____

Date of Requested Event:* _____ Expected Number of Attendees: _____

Rental Time Requested: () 10:00 am – 2:00 pm () 3:00 pm - 7:00 pm () 10:00 am - 7:00 pm

***Call Suttons Bay Township to check availability**

Rental Fee: Full-day: 10:00 am - 7:00 pm \$200 (\$100 township resident)

Half-day: 10:00 am - 2:00 pm or 3:00 pm - 7:00 pm \$100 (\$50 township resident)

Rental Deposit: \$100 deposit required for all rentals - payable with rental fee at the time of reservation.
Deposit is refundable provided user cleans pavilion before vacating the premises and abides by all park rules.

If plan on more than 50 people at the pavilion, renter must arrange for Port-a-johns **and agree to pay for additional Trash Receptacles.**

My signature on this Pavilion Reservation Request Form acknowledges that I have received a copy of the Herman Community Park Pavilion Rules, Township Park Ordinance, and the separate Pavilion Reservation Request Acknowledgement Form and agree to abide fully with their provisions.

USER SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

RENTAL FEE & DEPOSIT AMT PAID: _____ **CASH/CHECK #:** _____

RECEIVED BY: _____ **DATE RECEIVED:** _____

DEPOSIT FEE RETURNED BY: _____ **DATE:** _____

Suttons Bay Township
95 W. Fourth Street, PO Box 457
Suttons Bay, MI 49682
Office Phone: (231) 271-2722 Office Fax: (231) 271-2773
Email: sbaytwp@suttonsbaytwp.com

Herman Park Pavilion Reservation Request Form (revised 5/6/18)

See Event Use Request Permit for events sponsored by an organization

Person/Organization Requesting Pavilion Reservation: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email Address: _____

Refund Check to: Name: _____ Address: _____

Date of Requested Event: * _____ **Expected Number of Attendees:** _____

Rental Time Requested: () 10:00 am – 2:00 pm () 3:00 pm - 7:00 pm () 10:00 am - 7:00 pm

***Call Suttons Bay Township to check availability**

Rental Fee: Full-day: 10:00 am - 7:00 pm \$200 (\$100 township resident)

Half-day: 10:00 am - 2:00 pm or 3:00 pm - 7:00 pm \$100 (\$50 township resident)

Rental Deposit: \$100 deposit required for all rentals - payable with rental fee at the time of reservation. Deposit is refundable provided user cleans pavilion before vacating the premises and abides by all park rules.

If plan on more than 50 people at the pavilion, renter must arrange for extra Port-a-Johns.

My signature on this Pavilion Reservation Request Form acknowledges that I have received a copy of the Herman Community Park Pavilion Rules, Township Park Ordinance, and the separate Pavilion Reservation Request Acknowledgement Form and agree to abide fully with their provisions.

USER SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

RENTAL FEE & DEPOSIT AMT PAID: _____ **CASH/CHECK #:** _____

RECEIVED BY: _____ **DATE RECEIVED:** _____

DEPOSIT FEE RETURNED BY: _____ **DATE:** _____

Herman Park General Use Rules (Revised 5/6/18)

- (a) The Herman Park Pavilion is open for use by the public from dawn until dusk. However, the Pavilion may be reserved in advance for specified periods. If a pavilion is not reserved in advance, no group of any kind shall be entitled to use or occupy a pavilion for more than three (3) hours during any given day.
- (b) Pavilion reservation requests must be made, the Pavilion Use Request Form submitted and received/approved, and the appropriate fee and deposit paid to the Suttons Bay Township office at least a week before the time of the reservation. Check with the township office on availability. Suttons Bay Township will not accept any pavilion reservation request more than six (6) months before the desired reservation date. The amount of the fee & the deposit shall be set by motion or resolution of the Suttons Bay Township Board.
- (c) An approved applicant, hereafter called the User, assumes responsibility for any and all damage to Suttons Bay Township property and any injury or damage to the person or property of the applicant or any third party which is caused by the User or any guest of the User, and shall indemnify and hold harmless the Suttons Bay Township from any and all claims, awards, or attorney fees in the event of any such injury or damage.
- (d) The User shall be responsible for its own cleanup immediately following the event and the User must leave the area in the same condition in which it was found. If the Suttons Bay Township must clean the area following the event, the User shall be charged all expenses of cleanup and such expenses shall not be limited to the User's deposit amount. The designated township representative will determine "same condition" and the township representative's decision on the matter is final.
- (e) The reservation may be revoked at any time for violation of these rules, or for a violation of state law that has occurred or is occurring on the township park or recreational facility, by the Suttons Bay Township Supervisor or his or her designated representative, any law enforcement agency that has jurisdiction in the Township, or any other person or agency authorized by the Suttons Bay Township Board to make such a reservation revocation.
- (f) Suttons Bay Township reserves the right to designate days that the pavilion is not available for reservations (e.g. holiday weekends, Township picnics/events, etc.)
- (g) No cooking, grills, or open fires under the Pavilion.
- (h) All trash and debris must be deposited within containers provided for that purpose and shall not be placed or allowed to remain upon the ground.
- (i) No skateboarding, rollerblading, or bicycling under the Pavilion.
- (j) Dogs or other animals are permitted in the Pavilion; however, they must be leashed at all times. The owner or person in control of a dog or other animal is responsible for cleaning up any and all solid wastes left by dogs or other animals.
- (k) No commercial activities are permitted unless authorized by the Suttons Bay Township Board.
- (l) No glass bottles or glass containers are allowed in the Pavilion.
- (m) No person may engage in violent, abusive, excessively loud, boisterous, vulgar, obscene, or disorderly conduct of any kind.
- (n) No person shall interfere with another visitor's use of the park or recreational facilities.
- (o) No use of tobacco products of any kind within 100 feet of the Pavilion or restroom facilities.
- (p) The use of loud speakers, public address systems, or sound amplifying equipment is prohibited without a permit. Operation of excessively loud radios or similar devices is also prohibited.

Current compensation for the following

Board of Review	\$17.50 Chairman
	\$15.00 Member

Election Workers	\$18.00 Chairman
	\$15.00 Workers

Recommended increase for discussion

Board of Review	\$22.00 Chairman
	\$18.00 Member

Election Workers	\$22.00 Chairman
	\$18.00 Workers

Discuss compensation for Steve for assisting with zoom meetings.

SUTTONS BAY TOWNSHIP

Parks and Recreation Board Bylaws (DRAFT) *Adopted:*

Section I. Purpose:

The Suttons Bay Township Parks and Recreation Board (the "Board") is responsible to the Township Board. The Board advises the township's Parks Superintendent and the Township Board in all matters involving township park facilities, recreation needs, and programs for the residents of the township. The Board shall provide advice on the park and recreation budget, operations, policies, and plan for long-term park and recreation needs and facilities.

Section II. Specific Parks Board Responsibilities:

1. Advise the Township Board regarding potential development, redevelopment or expansion of both existing or new recreational programs and facilities by planning for short term and long term parks and recreational needs.
2. Establish annual "Parks and Recreation" goals and objectives and offer advice to the Township Board Budget Committee and Supervisor whenever the annual budget is being prepared.
3. Assist the Township Board by continuously updating and amending the five-year "Suttons Bay Township Community Parks, Recreation, and Open Space Plan".
4. Appoint ad hoc committee(s) whenever approved or requested by the Township Board to conduct various community surveys and/or to host public hearings on matters pertaining to the parks and recreational programs.
5. Assist with establishing policies, rules, and regulations with which parks and recreational programs may operate.
6. Assist in identifying funding alternatives and other resources for the operation, expansion or maintenance of parks and recreational programs.
7. Assist with adjudicating complaints, disputes or other grievances from the public arising out of parks and recreation activities.
8. Serve as township advocates for current township parks and recreation programs while encouraging usage and support.
9. Perform other duties and responsibilities as requested by the the Township Board.

Section III. Membership:

1. The Board is composed of five (5) residents of the township including the Parks Superintendent and Assistant, two (2) currently serving Township Board members, and one (1) member of the township active with youth programs. With the exception of the Parks Supervisor and Assistant, all other members must be appointed by the Township Board.
2. Each Board member serves at the pleasure of the Township Board and can be removed at any time. The Board can be dissolved at any time by the Township Board.

Section IV. Recording Secretary and Duties:

One member of the Board will be selected as the Recording Secretary and will record Minutes of each meeting. Copies of these Minutes will be provided to the Board members at each meeting and when approved, sent to the township Clerk.

Page Two

Section V. Meetings:

1. Meetings will be held at least twice a month, the first being scheduled two weeks before the regular township board monthly meeting. Additional meetings may be scheduled whenever deemed necessary by the Board. Annually, the dates of all scheduled meetings will be published according to the requirements under the Open Meetings Act. The Board may cancel meetings at any time.
2. All meetings will require a quorum of at least three (3) members in attendance in order to conduct business and make decisions.
3. Meetings will be conducted under generally accepted Parliamentary rules as described in Robert's Rules of Order.
4. Any Board member missing four (4) or more consecutive meetings for reasons other than personal health or a family emergency may be removed from the Board. Board members must notify the Park Supervisor at least twenty-four (24) hours before any scheduled meeting to have an Excused Absence. Three (3) Unexcused Absences may result in the member being removed from the Board.

SUTTONS BAY TOWNSHIP
Parks and Recreation Committee Bylaws
Adopted: July 14, 2021

Section 1. Purpose:

The purpose of the Suttons Bay Township Parks and Recreation Committee is to assist the Township Board by communicating directly through the Township's Parks Supervisor about park and recreation needs and programs for the residents of the township.

Section 2. Specific Committee Responsibilities:

- Offer advice to the Parks Supervisor regarding potential development, redevelopment or expansion of both existing or new recreational programs and facilities by planning for short term and long term parks and recreational needs.
- Assist with establishing policies, rules, and regulations with which parks and recreational programs may operate.
- Assist the Parks Supervisor in the development and completion of the five-year "Suttons Bay Township Community Parks, Recreation, and Open Space Plan".
- Volunteer to provide direct physical assistance (volunteer "helpers" or "workers") with projects, maintenance, repairs and construction of facilities and grounds in all township parks as scheduled by the Parks Supervisor.
- Conduct community surveys and host public hearings whenever required or appropriate to assist in setting priorities, with grant writing, and recommending plans for expanding park programs and facilities.
- Assist in identifying funding alternatives and other resources for the operation, expansion or maintenance of parks and programs.
- Assess at all times the safety and security of all parks and recreation facilities.
- Assist with adjudicating complaints, disputes or other grievances from the public arising out of parks and recreation activities.
- Serve as township advocates for current township parks and recreation programs while encouraging usage and support.
- Review and evaluate the Bylaws annually or as needed.
- Perform other duties and responsibilities as requested by the Township Supervisor and/or the Township Board.

Section 3. Membership:

1. The committee is composed of up to nine (9) residents of the township (including the Parks Supervisor and Assistant) approved by the Township Board. In addition to the nine (9) residents up to four (4) ad-hoc non-voting residents or non-resident persons may also be included on the committee whenever the committee deems their attendance would be helpful and/or appropriate.
2. Each Board appointed committee member serves at the pleasure of the Township Board for a period of three (3) years. Members may be reappointed for additional terms by the Township Board.
3. No individual committee member may act in an official capacity except through the decisions and actions of the entire committee.
4. Any member who is absent for four (4) consecutive meetings may be removed from the committee unless the absence is due to personal illness, personal injury or a family emergency. The committee member must notify the Chairperson or Parks Supervisor at least twenty-four (24) hours before the next meeting in order to have an Excused Absence. Three (3) Unexcused Absences will result in removal from the committee.
5. The township's Parks Supervisor reports directly to the Township Board and is their official representative on the committee. The Parks Supervisor is considered a member of the committee but may not vote on any matter.

Section 4. Officers and Duties:

Annually at the first meeting in January the committee will elect from its membership a Chairperson, Vice-Chairperson, and Secretary. The Parks Supervisor will not serve as an officer.

Chairperson: Presides over all meetings and appoints committee members to sub-committees as necessary and may schedule Special Meetings whenever necessary.

Vice-Chairperson: Shall act in the absence of the Chairperson.

Secretary: Shall act in the absence of the Chairperson and Vice-Chairperson. Will record Minutes of each committee meeting and forward a draft copy to the committee members, Township Board, and Parks Supervisor no later than twenty-four (24) hours (whenever possible) before the same month's Township Board meeting. (This assumes the Township Board meeting follows the park and recreation committee meeting by no less than one (1) week.) Draft Minutes from the park and recreation committee meeting will be approved at the following months meeting. The Secretary is responsible for keeping all attendance records of committee members as noted in the Minutes.

Section 5. Meetings:

1. The regular meetings of the Parks and Recreation Committee will be held according to the committee's established and approved yearly schedule. Following final approval by the committee of their Meeting Schedule it will be published and posted under requirements set forth within the Open Meetings Act.
2. All meetings will require a quorum of at least five (5) eligible voting members in attendance in order to conduct business and make decisions. Meetings held with less than a quorum will be discussion sessions only where no votes will be taken.
3. Meetings will be conducted under generally accepted Parliamentary rules as described in Robert's Rules of Order.

Section 6. Compensation:

Appointed members of the committee will be compensated for their service as approved by the township Board.

SUTTONS BAY TOWNSHIP

Township Parks Superintendent
(DRAFT)
Amended:

Description: The **Parks Superintendent** reports directly to the township Board and serves as the Board's primary contact for all matters pertaining to the parks and recreational facilities and activities of the township.

Duties and Responsibilities:

1. Conducts research, writes, and prepares requests/applications for all park or recreational grants in addition to providing oversight and review of other party's prepared grant requests/applications for all parks as approved by the township Board.
2. Reviews and oversees "Requests for Proposals" (RFP's) from other parties and may develop such for any work related to successfully awarded park or recreational grants.
3. Recommends vendors and contractors for all approved park and recreational projects.
4. Supervises and oversees compliance with all park and recreational projects.
5. Seeks quotes, arranges, oversees and schedules all maintenance work for all parks and facilities.
6. Inspects all parks on a regular basis at least weekly during non-winter months and monthly during winter months. (Ice Rink Park may necessitate more frequent visitations). Reports all concerns to the township Board.
7. Reports directly to the township Supervisor any circumstance which may require immediate attention in any parks including but not limited to trash removal, tree damage, grounds grooming or any park damage or unsafe condition.
8. Annually reviews and presents to the township Board a list of recommended projects for improving or maintaining all park grounds and facilities.
9. Serves as a member on the township's Park and Recreation Board and will represent/express the township board's opinion on matters.
10. Other duties and tasks as approved by the township Board.

SUTTONS BAY TOWNSHIP PARK SUPERVISOR

Accepted
on 11-14-18
N. J. J. J.

Description: The **Park Supervisor** reports directly to the Suttons Bay Township Supervisor and serves as the Board of Trustee's principal contact for all matters pertaining to the parks and recreational facilities of the township.

Duties and Responsibilities:

- Conducts research, writes, and prepares requests/applications for all park or recreational grants in addition to providing oversight and review of other party's prepared grant requests/applications for all parks as approved by the Board
- Reviews and oversees "Requests For Proposals" (RFP's) from other parties and may develop such for any work related to successfully awarded park or recreational grants
- Recommends vendors and contractors for all approved park and recreational projects
- Supervises and oversees compliance with all park and recreational projects
- Seeks quotes, arranges, and schedules maintenance service for all parks and facilities
- Inspects all township parks on a regular basis at least weekly during non-winter months and monthly during winter months and reports any concerns directly to the Board
- Reports directly to the township Supervisor in circumstances which may require immediate attention in any of the parks including but not limited to trash removal, tree damage, grounds grooming or any park damage
- Annually reviews and presents to the Board a list of recommended projects for improving or maintaining all park grounds and facilities
- Serves as a member of the township's Parks and Recreation Committee
- Other duties and tasks as approved by the Board

SUTTONS BAY TOWNSHIP
(DRAFT)
Parks Maintenance & Activities Assistant
(DRAFT)
Amended:

Description: The **Parks Maintenance & Activities Assistant** provides direct assistance to the Parks Superintendent and is responsible for performing the following duties as directed and approved by the the Parks Superintendent:

Duties and Responsibilities:

1. Assists in the inspection of all parks on a regular basis at least weekly during non-winter months and monthly during winter months (Ice Rink may require more frequent visitations) and reports any concerns or problems directly to the Parks Superintendent.
2. Reports directly to the Parks Superintendent when circumstances may require immediate attention in any park including but not limited to trash removal, tree damage, grounds grooming or any park damage or unsafe condition.
3. Manages the scheduling of court usage for both tennis and pickle-ball. Monitors and reviews any grievances resulting in on-line court scheduling.
4. Schedules the installation/removal of net posts, nets, and windscreens for both tennis and pickle-ball. Contacts volunteers, as needed, to provide assistance.
5. Monitors any existing construction/repairs at parks and informs the Parks Superintendent of any concerns or discrepancies.
6. Ensures that Pavilion reservations are posted and monitors groups using it.
7. Handles day to day responsibilities whenever the Parks Superintendent has an extended absence.
8. Serves as a member of the township's Parks and Recreation Board.
9. Performs other duties and tasks as assigned by the Parks Superintendent or the township Board.

**SUTTONS BAY TOWNSHIP PARKS
MAINTENANCE & ACTIVITIES ASSISTANT
(March 11, 2020)**

Description: The Parks Maintenance & Activities Assistant will work with the Parks Supervisor in the performance of and/or scheduling maintenance and other duties as described below.

Duties and Responsibilities:

- Reports any problems with the parks directly to the Parks Supervisor
- Assists in the inspection of all township parks on a regular basis at least weekly during non-winter months and monthly during winter months and reports any concerns directly to the Board
- Reports directly to the Township Parks Supervisor in circumstances which may require immediate attention in any of the parks including but not limited to trash removal, tree damage, grounds grooming or any park damage
- Manages the scheduling of court usage for both Tennis and Pickleball. Monitor and review any grievances resulting in on-line court scheduling
- Schedules the installation/removal of net posts, nets and windscreens for both Tennis and Pickleball. Contacts volunteers, as needed, to help in these matters
- Monitors any existing construction/repairs at the Parks and bring any concerns or discrepancies to the attention of the Parks Supervisor or Township Supervisor
- Ensures that Pavilion reservations are posted and monitors the groups using the Pavilion
- In the event of the Parks Supervisor's extended absence the Assistant will handle those day to day responsibilities
- Serves as a member of the Township's Parks and Recreation Committee
- Other duties and tasks as assigned and approved by the Board



December 27, 2021

Mr. Richard Bahle, Supervisor
Suttons Bay Township
P.O. Box 457
Suttons Bay, MI 49682

Dear Mr. Bahle:

Enclosed you will find the resolution passed by the Leland Board of Education requesting that each township collect school district taxes in the summer of 2022.

Also enclosed is an agreement for the collection of summer taxes for Leland Public School which includes the payment of \$2.50 per parcel to the township for this service. This is the continuation of the fee structure agreed upon for the last several years and is equal to the amount the State of Michigan would pay for a summer tax collection.

We hope that you will submit this agreement for approval at your next board meeting. If you have any questions, feel free to contact me.

The Leland Board of Education appreciates your service to the taxpayers of our community and we look forward to working together in the future.

Respectfully,

Stephanie Long
Superintendent

Phone 231.256.9857
Fax 231.256.9844

lelandschool.com

200 North Grand Ave | P.O. Box 498
Leland, MI 49654-0498



Stephanie Long, Superintendent
Jeanne McClure, Principal
Sandra Thomas, Business Manager

LELAND PUBLIC SCHOOL

Leelanau County, Michigan

RESOLUTION TO APPROVE 2022 SUMMER PROPERTY TAX LEVY

A regular meeting of the Board of Education of Leland Public School was held electronically pursuant to Senate Bill 1108, on the 13th day of December, 2021, at 6:00 o'clock, p.m.

The meeting was called to order by Vice President Wittrock.

Present: Members Wittrock, Suttman, Trumbull, Elwell, Stassen

Absent: Members Robinson and Satterwhite

The following preamble and resolution were offered by Member Wittrock and supported by Member Trumbull.

WHEREAS, this Board of Education by resolution of November 14, 1984, determined to impose a summer property tax levy to collect all of school property taxes, including debt services upon property located within the school district, beginning with 1985 and continuing from year to year until specifically revoked by this Board of Education.

NOW, THEREFORE BE IT RESOLVED THAT:

1. This Board of Education, pursuant to 1976 PA451, as amended, hereby invokes for 2021 its previously adopted ongoing resolution imposing a summer property tax levy of all of school property taxes, including debt service, upon property located within the school district, beginning with 1985 and continuing from year to year until specifically revoked by this Board of Education and requests each city and/or township in which this district is located to collect those summer taxes.

2. The Superintendent, Business Manager, or his/her designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis, and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2022 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be sent so that the appropriate governing bodies receive them before January 1, 2022.

3. The Superintendent, Business Manager, or his/her designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the

**LELAND PUBLIC SCHOOL
and
SUTTONS BAY TOWNSHIP**

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this _____ day of _____, 20__ by and between LELAND PUBLIC SCHOOL, located on 200 N. Grand Avenue, Leland, MI 49654 (hereinafter "School District") and SUTTONS BAY TOWNSHIP (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the providing for the collection by Township of a summer tax levy of the total School District property taxes for 2022.

1. The Township agrees to collect the total school property taxes as certified by the School District for levy on July 1 of each year on property located within the Township.

2. The School District agrees to pay costs for preparation and collection of summer taxes for the School District as follows:

a. The collection fee for 2022 will be \$2.50 per parcel of taxable property within the School District (this includes postage for return receipts) as costs for preparation of bills and collection of taxes. This fee is also to include the cost of collecting the Traverse Bay Area Intermediate School District summer tax levy.

b. The Township is to submit billing for total number of parcels with first remittance of tax collections and School District Business Office will remit to Township within five (5) business days upon receipt of billing.

3. No later than the second Wednesday in June, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection.

4. The Township Treasurer shall account for and deliver summer school tax collections on a weekly basis using the following procedure. Taxes collected by Thursday of each week during the collection period will be remitted to the school before Friday at twelve o'clock p.m. of the following week. The first check shall be remitted to the school on or before the second Friday in July.

LELAND PUBLIC SCHOOL & SUTTONS BAY TOWNSHIP
AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAX
Page 2

5. In return for the weekly payment, the School District waives any claim to interest earned during the time the money is in Township accounts.

6. General conditions of this agreement negotiated by the Township Supervisor and School District's Superintendent on the _____ day of _____, 20____, subject to approval of both Boards.

TOWNSHIP:

SCHOOL DISTRICT:

Treasurer

Superintendent

SIGNATURE AUTHORIZED BY
BOARD OF TRUSTEES
RESOLUTION OF
SUTTONS BAY TOWNSHIP

SIGNATURE AUTHORIZED BY
BOARD OF EDUCATION
RESOLUTION OF
LELAND PUBLIC SCHOOL

Supervisor

President



January 3, 2022

Suttons Bay Township Board
PO Box 457,
Suttons Bay, MI 49682

RE: Ice Rink Park Agreement

Dear Suttons Bay Township Board of Trustees;

In January of 2013, an intergovernmental partnership was established among the Village and Township to support the townships ice rink, located within the Village. The agreement, outlined municipal expectations, water costs and renewal requirements. For unknown reasons, the yearly renewal doesn't appear to have been adhered too, rendering the agreement and partnership null and void. We view this as an opportunity to update, clarify and correct the ordinance and add an element of understanding to the agreement.

In an effort to re-establish the partnership, an updated agreement has been provided for your review and understanding. We essentially used the previous agreement as a template. Three major changes were made to the agreement, including; 1) elimination of the obsolete language that involved the installation of water lines, etc., 2) an added explanation of how the rate is determined, 3) a change in the agreement length to a 3-year term. All other language remains virtually the same.

Although not identified or explained within the agreement, it appears as if the township is being charged 50% of the bulk rate water cost with the Village absorbing the remainder 50%. The intent of bringing this information to the attention of both the Village Council and Township Board is to essentially provide an understanding of the how the rate is calculated. Language to this affect, has been added to the agreement itself. Please find attached a copy of the agreement for your review.

Should the Board of Trustees view this partnership as a priority, please authorize its signature and return it to my office for finalization. If this agreement is no longer a priority, please relay that sentiment to us at your earliest convenience.

Thank you for your consideration in this matter.

Sincerely,



Rob Larrea, AICP
Village Manager

ICE RINK WATER USE AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2022, between Suttons Bay Township, a Michigan general law township, whose address is P. O. Box 457, Suttons Bay, MI 49682 (the "Township") and Village of Suttons Bay, a Michigan general law village, who address is P. O. Box 395, Suttons Bay, MI 49682 (the "Village").

RECITALS

- A. The Township owns park land within the Village that has been used for an outdoor ice rink during the winter months.
- B. The Village and the Township have, over the years, developed certain agreements to support the continuation of the ice rink located within the Village.
- C. The Village and Township have a mutual interest to continue a partnership to provide an ice-skating rink within the Village.
- D. The Village and Township have a mutual interest to cost share the filling and maintaining of the ice rink.
- E. The parties, therefore, desire to place their respective rights and obligations in this written agreement.

AGREEMENT

A. PREMISES

Suttons Bay Township owns public land within the Village of Suttons Bay as described:

LOTS 25, 26, 27, 28, 29 & 30 BLK 3 VILLAGE OF SUTTONS BAY SEC 28 T30N R11W 0.49 A M/L
, and commonly known as Ice Rink Park.

B. Understanding

This agreement, its costs and expectations are specific to the use of the park as an ice rink. The water fees associated with this agreement are based on a bulk rate water use cost. Use of the hydrant for purposes other than filling and maintaining the ice rink will require the water to be metered and all fees billed to the township, without cost sharing and in accordance with the amount of water used.

C. TERM

The term of this Agreement shall be for a term of 3-years from the date of execution. This agreement may be renewed for successive terms and any renewal of the Agreement shall be on the terms and conditions mutually agreed upon in writing between the Township and Village.

D. Water Usage Fill, Maintenance, Fee, and Invoice

a. Water Usage Fill.

For the initial fill, it is estimated that 6" of ice requires 62,832 gallons. The estimate is approximately 10,500 gallons per inch. The fee is based on the bulk rate in the schedule of fees at \$5.90/1,000 gallons plus \$50.00 initial bulk fee for a total of \$420.71.

b. Water Usage Maintenance.

Maintenance watering is estimated at 40 gallons per minute. Approximately two hours per week for 11 weeks = 52,800 gallons at a cost of \$311.52. The fee is based on the schedule of fees at \$5.90/1,000 gallons.

c. Usage Fee.

- i. The Township agrees to pay a lump sum water usage fee and water usage maintenance fee based on the estimated gallons used to fill the rink and maintain the ice throughout the season.
- ii. Based on the estimates outlined in (a) and (b) above, the estimated cost to the township and based on 11 weeks is \$732.23.
- iii. Per this agreement, the Village voluntarily agrees to cost share up to 50% of said cost, effectively reducing township costs to an estimated \$366.12 per year.

d. Water Usage Invoice. The invoice for the estimated bulk water will be billed in January of each year.

E. Fee Evaluation.

The Village and Township agree to review the estimated gallon usage, from time to time, to determine the estimated volume of water expected to be used and set the fee based on the Village's schedule of fees.

B. Owner Obligation.

The Township agrees to pay for the repair and maintenance cost of the service line from the water main up to and including the hydrant when repairs may be needed.

C. Termination. Any party may terminate this Agreement by giving the other party no less than a 30-day notice of the intent to terminate the Agreement. In the event this is terminated, the operation and cost of the water service to the Ice Rink Park will be the responsibility of the Township and will be based on the Village's schedule of fees.

D. Amendments. No changes or modifications of this Agreement shall be valid unless in writing and signed by all parties to this Agreement.

Executed by each party to be effective on the day and year of the last signature below.

Suttons Bay Township

Date: _____

By: _____

Village of Suttons Bay

Date: _____

By: Roberto Larrea, Village Manager